



COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

ONE WINTER STREET, BOSTON, MA 02108 617-292-5500

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January 10, 2008

2007 PUBLIC WATER SYSTEM ANNUAL STATISTICAL REPORT FOR COMMUNITY (COM)  
PUBLIC WATER SYSTEMS NOT USING 100,000 GALLONS PER DAY OR MORE

Dear Public Water Supplier:

Enclosed is your 2007 Public Water System Annual Statistical Report form and Comprehensive Report with Violation Addendum and/or Open Enforcement/Inspection Actions Report. Not all systems will receive a Violation Addendum or an Open Enforcement/Inspection Actions Report. These forms must be completed and postmarked by **February 29, 2008**. You are required to submit this report annually.

**Please read the instructions below carefully before completing these forms.**

By completing and returning the Annual Statistical Report Form and corrected Comprehensive Report to the MassDEP by **February 29, 2008**, you will have fulfilled your annual reporting requirements as a registered Public Water System, in accordance with Massachusetts Drinking Water Regulations 310 CMR 22.15. Prompt and accurate submittals also assist MassDEP in planning and implementing its drinking water programs and establishing your Safe Drinking Water Act Assessment. If you fail to complete and return these forms, you will be subject to enforcement action.

Please note that this document no longer applies to Non-Transient Non-Community systems. A separate form is now required for NTNC systems. If you have received the wrong type of form please contact the MassDEP for the correct form or download it from our web page using the instructions below.

MassDEP has set a goal of 2008 to have this form available to users of our eDEP electronic filing system. Eventually, this will allow you to both complete and submit the form electronically. In addition, we have been working to respond to concerns about the content and format of this report and have sought input from PWS representatives as we made changes. Examples include the following: 1) customized forms that exclude the Water Management Act section for those systems where these regulations do not apply; 2) for federal reporting requirements, we continue to advocate for choices that can be clearly understood; 3) where the requested information exists in our data system we have maintained the "No Change" option to confirm what appears on the attached Comprehensive report. Most importantly we are committed to limiting the requested information to that which is needed in our daily work and doing away with "reporting for

This information is available in alternate format. Call Donald M. Gomes, ADA Coordinator at 617-556-1057. TDD# 1-866-539-7622 or 1-617-574-6868.

MassDEP on the World Wide Web: <http://www.mass.gov/dep>

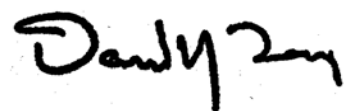
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reporting's sake" whenever possible. We acknowledge the effort it takes to perform this filing every year and hope that changes in this year's form make it more user-friendly and easier to complete.

MassDEP has prepared a set of line-by-line instructions to assist water suppliers in completing the form. The ASR Instructions contain guidance on how to complete the form, including what data to enter, definitions of water use categories, and example tables. We encourage you to read these instructions before you complete the form. A copy of the ASR Instructions are enclosed and are available on our website at <http://www.mass.gov/dep/water/approvals/dwsforms.htm>. In future years, the ASR Instructions will only be available on our website, with any ASR Instructions addenda mailed with the ASR form

Thank you for working with the Drinking Water Program to protect Massachusetts' drinking water. This form is available on MassDEP's web site. Go to <http://www.mass.gov/dep/water/approvals/dwsforms.htm> and look under the heading of 'Statistical Reporting.' The pdf file can be downloaded, manually completed, signed and returned by mail to MassDEP. The Microsoft Word file can be downloaded, completed on a computer, printed, signed and returned by mail to MassDEP. If you have any questions, comments or suggestions about these forms, please contact Mr. Mark T. Bolivar at (617) 292-5527 or the Drinking Water Program at (617) 292-5770.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "David Y. Terry".

David Y. Terry, Program Director  
Drinking Water Program

Attachments: Annual Statistical Report  
Comprehensive Report with Violation Addendum and Open  
Enforcement/Inspection Actions Report

## Directions for Completing the 2007 Statistical Report

1. Review the Public Water System Comprehensive Report with Violation Addendum (if attached). Make corrections directly on this report. If possible, highlight the corrections. When you make a change directly on the Comprehensive Report, you do not need to duplicate that same information on this year's statistical report form. Simply write "SA", (see attached), for those questions. Review the Open Enforcement/Inspection Actions Report and contact your regional technical assistance provider listed below to correct or resolve any issues.
2. Complete the 2007 Public Water System Annual Statistical Report form. Some questions have an option to check "No Change". This should only be checked if your answer is the same as that on the Public Water System Comprehensive Report. Do not leave any questions blank. The spaces provided should be completed in full, marked "SA" (see attached) or have "No Change" checked.
3. Include your public water system identification number (PWS ID#) on all forms. Your PWS ID# is the seven-digit number that appears on the mailing label. Please remember to enter your Federal Employment Identification Number at Section B, Question 8.
4. All the tables in this years report have been labeled for easier reference below you will find a list of these tables.

Table	Table Name
C1	Summary of Facilities Survey
C2	Summary of Installed Devices and Assemblies
C3	Cross Connection Testing Program Summary
D1	Finished Water Production and Consumption Summary for Last Year (2007)
D2	Metered Finished Water Consumption by Service Type
E1	Individual Water Source Statistics

5. Sign the certification statement in Section A of the Public Water System Annual Statistical Report. Remember to keep one copy of this package for your own files.
6. Return to the MassDEP by **February 29, 2008** (must be postmarked by this date):
  - **Two copies of the Statistical Report.** One of the copies of the statistical report must have an original signature.
  - **Two copies of the Comprehensive Report with Violation Addendum and Open Enforcement/Inspection Actions Report.** (if attached)
  - **Two copies of a current Cross-Connection device inventory list**

7. Mail copies to: Department of Environmental Protection  
 Drinking Water Program, Attn: STATS PROGRAM  
 One Winter Street, 5<sup>th</sup> Floor  
 Boston, MA 02108

If you need help understanding the type of data requested, please contact your regional technical assistance provider:

If your PWS ID# begins with a number one (1) call the Western Regional Office (Springfield):

Mike McGrath.....(413) 755-2202 or Daniel Laprade.....(413) 755-2289

If your PWS ID# begins with a number two (2) call the Central Regional Office (Worcester)

Marielle Stone, .....(508) 767- 2827 or Kelly Momberger..... (508) 849-4023

If your PWS ID# begins with a number three (3) call the Northeast Regional Office (Wilmington)

William Zahoruiko.....(978) 694-3232

If your PWS ID# begins with a number four (4) call the Southeast Regional Office (Lakeville)

Daniel DiSalvio.....(508) 946-2793

### Directions for Completing the Electronic Version of the Form

1. The form requires an IBM compatible computer and Microsoft Word97 or more recent version. If you do not have an IBM compatible computer and Microsoft Word97 or higher, please use the paper version of the form or the pdf version of the form on MassDEP's web site. Both the electronic version of the form and the pdf version of the form can be downloaded at <http://www.mass.gov/dep/water/approvals/dwsforms.htm> under the heading of 'Statistical Reporting.'
2. Improve the look of the form by ensuring the gridlines in Microsoft Word are turned off. To turn off the gridlines, open Word, go to the Table menu, and click on Hide Gridlines.
3. To navigate through the form or move from question to question:
 

Forward: Use the tab key or the right arrow key.

Backward: Hold down the shift key and the tab key at the same time or use the back arrow key.

Reposition: Use the mouse to point and click. If the Enter key is pressed, you will need to press the backspace key to return to the visible field you were typing in.